**Syllabus Example[[1]](#footnote-1)**

**COURSE INFORMATION**

DEPARTMENT

FALL 20XX

INSTRUCTOR INFORMATION:

* Mary Smith
* msmith@blakeschool.org
* Room 214
* (952)988-xxxx
* Office Hours: xxxx

**COURSE DESCRIPTION**

This course will teach you about XYZ.

**LEARNING OUTCOMES**

By the end of this course you should be able to:

* Articulate the differences between Theories X, Y & Z.
* Understand the components of X, Y & Z.
* Create a plan incorporating X, Y & Z.
* Present, discuss and post your plan for X, Y & Z in an online format.

**COURSE REQUIREMENTS**

TEXTBOOK

Doe, Susan. Theory X, Y & Z: A Practical Approach. 3rd. New York: College Publisher, 2010.

**COURSE COMMUNICATION**

**ANNOUNCEMENTS**

Announcements will be posted in CANVAS on a regular basis. They will appear on your CANVAS dashboard

when you log in and/or will be sent to you directly through your preferred method of notification from

CANVAS. Please make certain to check them regularly, as they will contain any important information

about upcoming projects or class concerns.

**EMAIL**

In this course we will use the CONVERSATIONS feature on the help corner (located in the upper right

hand navigation links) to send email for private messages. You can either check your messages in the

CANVAS system or set your notifications to your preferred method of contact. Please check your

messages regularly. When submitting messages, please do the following:

* Put a subject in the subject box that describes the email content with your name, week and
* message subject. For example: YOURNAMEWK2ASSIGNMENT.
* Send email only to CONVERSATIONS and not my personal email account.
* Do not send messages asking general information about the class, please post those in the
* QUESTION FORUM.
* Do not submit your assignments by message.
* Make certain to check your messages frequently.

**DISCUSSION FORUMS**

Discussion Forums are a way for you to engage with each other about the course content. Each lesson

module will have a question that links to a forum. You can also access each forum by clicking on the

DISCUSSIONS button in the course navigation links. In order to get full credit for each discussion, you will need to post a thoughtful, well-written response to the question and respond to two of your classmates‚

answers.

**COURSE ASSIGNMENTS**

IMPORTANT DATES

The due dates for your assignments can be found in the CALENDAR in the global navigation links at the top of your screen. Please review these. \

Each week you will need to complete the following:

* Read the weekly lesson. This will be available every Monday at noon until the following
* Monday at noon.
* Post in the weekly Discussion Forum by Thursday at noon.
* Respond to two other students‚Äô posts in the Discussion Forum by the following Monday at noon

.

Complete the lesson assignments in each course lesson by the following Monday at noon .

Take the weekly self-assessment by the following Monday at noon .

**SPECIAL PROJECTS/ASSESSMENTS**

In addition to your weekly assignments, there will be 2 projects/papers for this course:

PROJECT 1: X, Y, Z ANALYSIS. For this project you will look for online materials about X, Y & Z.

* You will then create a short 2-page typed analysis of your research using what you have learned in the course.
* PROJECT 2: ORIGINAL PLAN. For this project you will use what you have learned in this course to create your own original plan incorporating X, Y & Z into your design.

Additional information about each project can be found under the ASSIGNMENTS button in the course

navigation links. You will need to turn each project in using TURNITIN. For these assignments, you will simply upload your assignment into the CANVAS system and click on the check box with the pledge that this is your original work before you submit your project.

**GRADING CRITERIA**

**POINTS POSSIBLE**

|  |  |
| --- | --- |
| **ASSIGNMENT** | **PERCENTAGE** |
| Participation (Discussion & and Online Discussion)Hands On AssignmentsWeekly QuizzesProject 1Project 2 | 10%20%20%25%25% |
| **Total:** | **100%** |

**RUBRICS**

In order to understand what is expected of you for each assignment, please check out the RUBRIC -- a

table that details the requirements of each assignment and the benchmarks for success -- attached to

each ASSIGNMENT for the grading criteria.

**GRADES**

Although I’ve elected to utilize the Canvas Gradebook tool to provide formative feedback to students, **the Canvas Gradebook** **is not the gradebook of record**. You may notice that student and parent Canvas settings are different and it is designed to promote a child-centered approach to learning, specifically to foster discussions about grades between students and myself. As I always, I encourage students to approach me with questions or clarification.

You can view your grades using the GRADES button in the course navigation links. Please check your

grades regularly to make certain that I have received all your assignments. If you have a question about a grade, email me through CONVERSATIONS. Please do not post your personal concerns in a discussion forum.

**COURSE GRADE POLICY:**

Student interim, semester, and final grades are located in NetCommunity. Students receive full written reports twice during the year: at the end of the second quarter and at the end of the year. These reports are available online in BlakeNet/NetClassroom. The school will notify all families by email when the reports are posted

**OTHER COURSE POLICIES**

LATE WORK

Late work will not be accepted. Assignments will not be available after the deadline. If you have an

extenuating circumstance, please contact me by private message before the assignment is due to make

alternate arrangements.

**ACADEMIC HONESTY/STUDENT CONDUCT**

As a student at Blake, you are expected to follow the guidelines for Academic Honesty explicated in the Family Handbook. This means that you should not:

* Cheat.
* Plagiarize, that is, use another person words or ideas as your own without proper documentation.
* Collaborate with others unless specifically requested in an assignment or discussion.
* Let another student login to your CANVAS account.
1. Based on Pasadena Community College’s Online and Hybrid Course Syllabus Sample. http://online.pasadena.edu/faculty/files/2012/02/Online-Syllabus-Example-CANVAS-New-Login.pdf [↑](#footnote-ref-1)